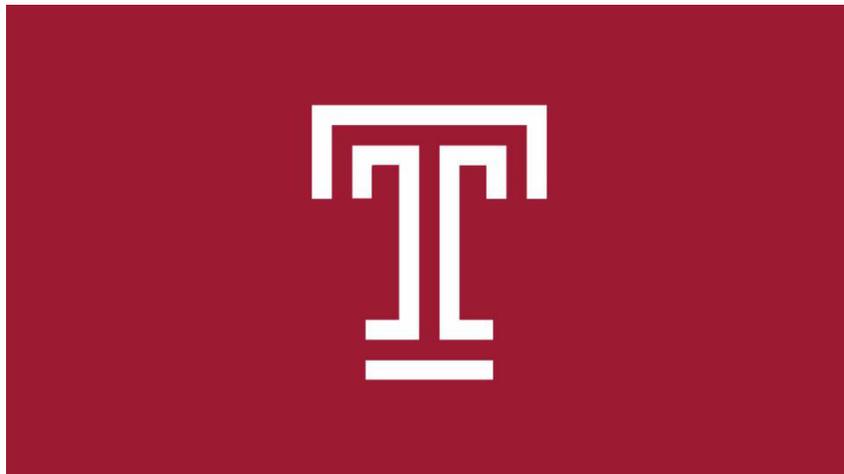




**College of Public Health**

**PhD in  
Social & Behavioral Sciences**

**HANDBOOK**



**Department of  
Social and Behavioral Sciences**

# 2018–2019

## Contents

Overview of the PhD in .....	<b>Error! Bookmark not defined.</b>
Social and Behavioral Sciences Program .....	<b>Error! Bookmark not defined.</b>
Program (Graduate) Faculty.....	8
Affiliated (Graduate) Faculty.....	10
Curriculum Requirements.....	10
<b>Progress Reports</b> .....	17
<b>Tuition and Fees</b> .....	19
<b>Registration</b> .....	19
<b>Getting Your Free OWLcard</b> .....	19
<b>Matriculation Time Limit</b> .....	20
<b>Time Limits for Completion of Degree</b> .....	20
<b>Academic Standards</b> .....	20
<b>Completion of Requirements and Applying for Graduation</b> .....	22
<b>Plagiarism Policy</b> .....	22
<b>Fellowships</b> .....	25
<b>Teaching and Research Assistantships</b> .....	25
Academic Advising .....	27
Department and Affiliated Practice and Research Centers.....	28
Important University Websites .....	30

## **PROGRAM DESCRIPTION AND MISSION**

### **Welcome to the Program: a message from Dr. Bradley Collins, Director of Graduate Studies**

Dear Graduate Students, welcome to the PhD program in Social and Behavioral Sciences and congratulations for taking this step toward your next academic milestone! Your decision to expand your training in social and behavioral sciences coincides with an exciting time in public health. In 2016, we redesigned our accredited PhD in Public Health into the PhD in Social and Behavioral Sciences. This newer program is also CEPH accredited and improved both the alignment of competencies and training objectives with emerging priorities and trends in public health as well as its intersection with the research expertise of our department faculty. As a result, we anticipate that successful graduates from our program will be well positioned for successful careers in research and academia.

In this doctoral training program, you will be expected to develop valuable skills in research and statistical methodology, theory-framed critical thinking and problem solving as well as scholarly writing and oral presentation. These skills will enable you to effectively assess, address and communicate the behavioral, sociocultural and systems influences on individual and population health. Through your coursework, research efforts and professional development activities, you will experience the transdisciplinary breadth of public health while expanding knowledge in your specific area(s) of interest.

Successful doctoral students demonstrate industriousness and mastery in coursework. They also present the values of experiential learning, collaboration, and commitment to evidence-based public health research and practice. You are considered a professional and emerging scholar in our department. Thus, it is important to stay informed by regularly checking department and college communications as well as relevant professional and research communications in your area of interest. You will be expected to participate and present during our monthly student colloquium series, "Tuesday Teas," and to take advantage of other professional development opportunities in the department and college (e.g., colloquium speakers, journal clubs, and seminars.) The more you extend your learning outside the classroom, the more you enable and sustain a dynamic learning community.

Graduates of our previous, long-running PhD and MPH programs often state the quality of their training experience was tied not only to their efforts in meeting rigorous program requirements, but also to the quality of professional relationships they formed in graduate school. To the latter point, it is essential to develop strong professional ties with your research mentor and other faculty in the department outside the classroom. Our faculty represent nationally and internationally known experts across a variety of areas of expertise in social and behavioral sciences. Developing close working ties with your mentor will facilitate your progress through program milestones, shape your professional development, guide the direction of your emerging research program, and provide the foundation of your professional network. Other department and college faculty can provide support outside specific areas of expertise of your faculty mentor. Therefore, don't hesitate to seek their guidance.

Additionally, it is in your best interest to participate in departmental and college social functions and to spend time with fellow students socially. This community can become an important source of social support, and more senior students can help you learn the ropes! Also, because we have multiple degree programs with students from a variety of professional backgrounds, you will enhance your transdisciplinary experience by working and socializing with fellow students across departments.

We are excited you joined our program. Be curious, disciplined and social - a process I trust will result in a rewarding experience. Best wishes for success!

Sincerely,

A handwritten signature in black ink, appearing to read "Bradley N. Collins". The signature is written in a cursive, flowing style.

Bradley N. Collins, Ph.D.

Associate Professor & Director of Graduate Studies

## Introduction to the Handbook

This *Graduate Handbook* provides information on advising, faculty, and the specific requirements, policies, and procedures governing the Master of Public Health in Social and Behavioral Sciences. The document expands on Temple University Graduate School policies and procedures found on the Temple University website.

Please read this document carefully and refer to it when you have questions. A copy is available on the Graduate Studies Blackboard site. You can log into the Black-board site through the TUportal home webpage. Further information is available from the Director of Graduate Studies, Dr. Bradley Collins ([collinsb@temple.edu](mailto:collinsb@temple.edu)); the Senior Graduate Program Advisor, Theresa White ([theresawhite@temple.edu](mailto:theresawhite@temple.edu)); and the Academic Coordinator, Ms Joyce Hankins ([joyce.hankins@temple.edu](mailto:joyce.hankins@temple.edu)). our Contact Department Coordinator, Christyna Witmer ([christyna.witmer@temple.edu](mailto:christyna.witmer@temple.edu)) with questions about your teaching assistantship (TA) or research assistantship (RA).

As a general rule, you are required to fulfill requirements of the degree defined in the *Graduate Bulletin*, *College Graduate Handbook* and this *Handbook* that are in effect in the semester in which you enroll/matriculate. Changes in degree requirements that are announced following matriculation may not be required for continuing students. They may, however, be optional with the approval of your advisor. Some changes required by the Graduate School may apply to all graduate students including continuing students. You can address all questions about specific program and Graduate School requirements to Theresa White.

The policies and procedures in this *Graduate Handbook* describe requirements in effect as of the date on the handbook cover. They do not constitute a contract between a student and Temple University or the Department of Social and Behavioral Sciences. It is your responsibility to remain current about Program and Graduate School requirements, and to fulfill these requirements.

The College of Public Health (CPH) maintains their online *Student Handbook* with information on college-level policies and procedures, information on Health Science Center and Main Campus student services, shuttle bus service between campuses, and appeals processes. Graduate program directors and advisors have reference copies of the *Student Handbook* in their offices. You are encouraged to

bookmark the CPH homepage and pages for the *Student Handbook* (for direct web address see the following list of important university websites).

## **DEPARTMENT INFORMATION**

### **Mission statement and welcome message:**

**Dr. Stephen Lepore, Chair**

Dear Graduate Students, this is an exciting time to be joining the College of Public Health (CPH) at Temple University. We are experiencing unprecedented growth in our enrollment, graduate programs, and research. Over the next few years, the college will expand its footprint and add 50 faculty members across the 9 public health and health-related professions departments. In 2014, Dean Laura A. Siminoff, an eminent public health social scientist, joined the college. Under her leadership, CPH has successfully engaged in a realignment of interdisciplinary research and academic programming.

I am proud to be the department's Founding Chair. The department was carved out of the former Department of Public Health, and it is a vital part of the growth of CPH. The department houses the undergraduate Public Health major, the largest Master of Public Health concentration, a new online MPH program in Social and Behavioral Sciences, and the largest Public Health PhD Program in the college. The staff members are energetic, welcoming and highly committed to students' success. Our faculty body consists of highly experienced and devoted educators and world-class scholars, who continually strive to bring innovative methods to their teaching, research, and community- and clinic-based health interventions.

Most importantly, we care deeply about your professional, intellectual, and personal development as you pursue your advanced degree.

Our department mission is to promote healthy communities and train professionals and scholars who will excel in public health practice and research. We are committed to creating, testing, and disseminating innovative social and behavioral health promotion and intervention programs that effectively address the unmet health needs of vulnerable and underserved populations. Our mission is achieved by leading and engaging in public health education, research, and service, often in collaboration with community partners. We invite you to join us

in this mission as you develop into public health professionals and scholars.

Because Temple University is located in the heart of a dynamic and exciting urban community, there are endless opportunities for engaging with the community and promoting public health. Students in our programs often work closely with researchers to engage in cutting-edge studies designed to understand and improve the health of diverse populations throughout Philadelphia who suffer from a wide range of acute and chronic illnesses as a result of untoward social conditions or behaviors such as smoking, sedentary behavior, or unhealthy diets. This research is often conducted in partnership with health care providers and public and community health agencies in Philadelphia. As students, you will learn about the theory that drives public health research, become familiar with evidence-based public-health interventions, and develop skills for designing, implementing, and assessing programs to address community health problems. In addition, you will be involved in public health outreach and practice, sometimes by volunteering, but often in the context of an internship or paid job in a community-based public health agency or health care practice.

I hope that you all will use your time at Temple to learn as much as you can about how to make a difference in the health of diverse populations and engage intensely and frequently with your teachers, peers, and the community around you to translate your knowledge and skills into action.

Sincerely yours,



Stephen "Steve" Lepore, PhD  
Professor & Founding Chair

### **Department and Program Administration**

#### **Mailing Address**

Ritter Annex, 9<sup>th</sup> Floor  
1301 Cecil B. Moore Ave.  
Philadelphia, PA 19122

#### **Program Administration**

Ritter Annex, 9<sup>th</sup> Floor  
1301 Cecil B. Moore Ave.  
Philadelphia, PA 19122

### SBS Program Graduate Administration

Administrator	Name	E-mail	Phone (215)
Department Chairperson	Dr. Stephen Lepore	<a href="mailto:slepore@temple.edu">slepore@temple.edu</a>	204-5112
Director of Graduate Studies	Dr. Bradley Collins	<a href="mailto:collinsb@temple.edu">collinsb@temple.edu</a>	204-2849
Online MPH Program Coordinator	Dr. Anne Frankel	<a href="mailto:anne.frankel@temple.edu">anne.frankel@temple.edu</a>	204-9117
Senior Graduate Program and Admissions Advisor	Theresa White MSW, MPH	<a href="mailto:theresawhite@temple.edu">theresawhite@temple.edu</a>	204-5105
Academic Coordinator	Ms. Joyce Hankins	<a href="mailto:joyce.hankins@temple.edu">joyce.hankins@temple.edu</a>	204-7213
Departmental Coordinator	Ms. Christyna Witmer	<a href="mailto:christyna.witmer@temple.edu">christyna.witmer@temple.edu</a>	204-8726

### College of Public Health Dean's Office

Title	Name	E-Mail	Phone (215)
Dean	Dr. Laura Siminoff	<a href="mailto:lasiminoff@temple.edu">lasiminoff@temple.edu</a>	204-8624
Assistant to the Dean	Ms. Natasha De Luna	<a href="mailto:natasha.deluna@temple.edu">natasha.deluna@temple.edu</a>	204-8624
Associate Dean for Academic Affairs	Dr. Jennifer Ibrahim	<a href="mailto:jibrahim@temple.edu">jibrahim@temple.edu</a>	204-9657

### Program (Graduate) Faculty

Faculty members in the Department of Social and Behavioral Sciences have national reputations in research and teaching. Many have received honors and awards. Faculty members are highly qualified to mentor you through the Program, having worked or been trained in excellent programs across the country, including Harvard, Columbia, Johns Hopkins, Princeton, University of Pittsburgh, the University of California, the State University of New York, Yale, Brown, Duke,

Michigan State, Johns Hopkins, and the University of Pennsylvania. They publish in leading public health and specialty journals, including *Archives of General Psychiatry*, *JAMA*, *The Lancet*, *Journal of Clinical Oncology*, *American Journal of Public Health*, *Archives of Internal Medicine*, *Cancer*, *Annals of Behavioral Medicine*, *Pediatrics*, *Health Psychology*, *Psychosomatic Medicine*, *Ergonomics*, *Journal of Consulting and Clinical Psychology*, *Social Science & Medicine*, *Epidemiology and Infection*, and *American Journal of Preventive Medicine*.

Graduate faculty are investigators on numerous grants, with a strong record of funding from federal agencies, including the Centers for Disease Control, the National Science Foundation, and the National Institutes of Health (e.g., NCI, NIE, NHLBI, NIMH); state and local government agencies (Pennsylvania and Philadelphia Departments of Health); and private foundations (e.g., the American Cancer Society, the Susan B. Komen Breast Cancer Foundation, the Robert Wood Johnson Foundation, and the Pew Foundation). Nationwide, the College of Public Health currently ranks third among its peers in federal grant funding.

The following faculty members have a primary appointment in the Department of Social and Behavioral Sciences. They are all Graduate Faculty in the 2016–2017 academic year. When forming a Doctoral Advisory or Dissertation Examining Committee, please confirm that the faculty members are currently approved Graduate Faculty: <http://www.temple.edu/grad/faculty/index.htm>. The chair of your Doctoral Committee must be a faculty member of the SBS Department.

Faculty	Name (press control key and click on name for faculty webpage)	E-mail	Phone (215) Office
Department Chairperson	Dr. Stephen Lepore	stephen.lepore@temple.edu	204-5112 Ritter Annex 957
Associate Professor	Dr. Sarah Bass	sbass@temple.edu	204-5110 Ritter Annex 951
Professor	Dr. Bradley Collins	collinsb@temple.edu	204-2849 Ritter Annex 933
Professor	Dr. Jennifer Orlet Fisher	jennie.fisher@temple.edu	707-8633 3223 N. Broad St., Rm. 215

Associate Professor	Dr. Chantelle Hart	chantelle.hart@temple.edu	707-8639 3223 N. Broad St., Rm 175
Associate Dean, Professor	Dr. David Sarwer	david.sarwer@temple.edu	707-8633 3223 N. Broad St., Ste. 175
Dean, Professor	Dr. Laura Simonoff	lasiminoff@temple.edu	204-8624 1700 N. Broad St., Ste. 202B
Associate Professor	Dr. Heather M. Gardiner	trainohm@temple.edu	204-8330 Ritter Annex 955

### **Affiliated (Graduate) Faculty**

Other graduate faculty throughout the college are eligible to serve as members on doctoral student dissertation committees. In addition, the following faculty members from Fox Chase Cancer Center have a secondary appointment in Social and Behavioral Sciences. They are available to serve as committee members with permission. Please see the program director for details.

Associate Professor, Fox Chase Cancer Center	Dr. Carolyn Fang	Carolyn.Fang@fcc.edu	728-4062 4 <sup>th</sup> Floor Young Pavilion
Associate Professor, Fox Chase Cancer Center	Dr. Carolyn Heckman	Carolyn.Heckman@fcc.edu	214-3962 Young Pavilion Room 4163
Assistant Professor, Fox Chase Cancer Center	Dr. Jennifer Reese	<u>Jennifer.Reese@fcc.edu</u>	728-2178 Young Pavilion Room 4173

### **CURRICULUM REQUIREMENTS**

As defined by CEPH, our program plan and curriculum provides instruction that is designed around five major competencies designed to ensure: (1) breadth of knowledge across the core areas of public health practice, research, and theory, which is not only fitting for a PhD in Social and Behavioral Sciences, but permits the trainee to engage with colleagues from many different disciplines and address a wide range of public health problems from diverse perspectives; (2) knowledge and adherence to ethical principles associated with public health research and

practice, which is a requirement of all scholars and professionals working in the field; (3) skills in critiquing and generating original knowledge through research related to significant public health problems, which is the hallmark of the highest level of scholarship and is necessary for advancing science and promoting the best practices in public health; (4) effective oral and written communication skills to allow for the dissemination of knowledge to train or educate future scholars, or professionals in public health; and (5) in-depth expertise within a specialized field of study related to public health that can be applied to training others, informing policy, or advancing science and practice.

Through the advising process, you and your advisor identify those competencies where you need the most development. In consultation with your advisor, you then plan a program of courses and other experiences (e.g., HRPR 5999 – Research Experience in Health Professions; journal club, the readings and conference course, non-dissertation research, teacher training seminars, conference presentation, preparation of papers for publication, dissertation proposal writing, preparation for preliminary exams, oral and written defense of preliminary exam responses, manuscripts developed for publication, dissertation proposals, and the final dissertation product) that help you to develop your PhD competencies to the fullest extent and to effectively demonstrate those competencies.

As with other doctoral programs in the College of Public Health, the PhD in Social and Behavioral Sciences degree is a full-time commitment. The degree can be completed in as early as four years (typically requiring some summer coursework), but must be completed within 7 years. The total credit requirement is 45 credits including the following:

### Course Requirements

<b><u>Core Courses (12 Credits)</u></b>		
<b>HRPR 5001</b>	Current and Emerging Issues in Public Health and Health Professions	0
<b>SBS 8009</b>	Health Psychology	3
<b>SBS 8111</b>	Public Health Program Planning	3
<b>SBS 8105</b>	Health Communication	3
<b>HPM 8005</b>	Health Promotion in Vulnerable Populations	3

<b>Research Methods Courses (12 credits)</b>		
<b>EPBI 8012</b>	Multivariate Biostatistics <sup>1</sup>	3
<b>EPBI 8201</b>	Structural Equation Modeling <sup>1</sup>	3
<b>EPBI 8212</b>	Grantsmanship in Health Research	3
<b>HRPR 5999</b>	Research Experience in Health Professions <sup>2</sup>	0
<b>SBS 8001</b>	Research Methods in Public Health	3
<b>Electives (15 credits; examples below) <sup>3</sup></b>		
<b>SBS 8006</b>	Addictions and Dependencies	3
<b>SBS 8018</b>	Obesity: From Genes to Junk Food <sup>3</sup>	3
<b>SBS 9083</b>	Readings and Conference in Public Health	3
<b>Non-didactic course requirements (6 Credits) <sup>4</sup></b>		
<b>SBS 9994</b>	Preliminary Exams	1
<b>SBS 9998</b>	Dissertation Proposal Research	2
<b>SBS 9999</b>	Dissertation Research	3
<b>TOTAL CREDIT HOURS</b>		<b>45</b>

<sup>1</sup> Students may select an alternate advanced statistics course with the approval of a faculty advisor.

<sup>2</sup> Students engage in a project with a research mentor, as approved by the Director of Graduate Studies.

<sup>3</sup> Students may select other electives with the approval of a faculty advisor.

<sup>4</sup> The Graduate School requires that students complete a minimum of 6 credits including **SBS 9994**, **SBS 9998** and **SBS 9999**. At least 2 of credits must be earned in the dissertation phase (**SBS 9999**).

## **Culminating Experience Events**

### ***Area Paper:***

Prior to sitting for the preliminary examinations, students must have successfully pass the area paper requirement (having published or written a publishable paper in their chosen area of research interest). The purpose of this requirement is to demonstrate critical and interpretive knowledge in a specialized area, as well as a high proficiency in written communication and a capacity to contribute to generalizable knowledge in the field. Failure to satisfactorily complete the area paper requirement within the specified time frame can result in dismissal from

the Ph.D. program. Students who are entering the Ph.D. program and have already published a peer-reviewed paper related to their programmatic subdiscipline can request to waive this requirement by completing a waiver application and submitting it with the published document to the Director of Graduate Studies.

***Preliminary Examinations (SBS 9994):***

Prior to advancing to doctoral candidacy (proposing the dissertation project) and after completing the paper requirement and course requirements, all students are required to take the preliminary examinations prior to defending their dissertation research proposal. The preliminary examinations cover core components of the students' training, including the specific program. The exams should be taken within one term of completing all coursework.

To establish eligibility for the exams, students must meet with their advisor and Director of Graduate Studies before registering – preferably during the semester prior to the term in which they plan to take the exams. Special authorization is required to register. The student must register for 1 credit of **SBS 9994** in the term in which the examinations are taken, with the Graduate Program Director listed as instructor of record. One cannot register until all courses are completed, all Incomplete and/or "NR" grades are removed and the area paper requirement has been satisfied.

The Senior Graduate Advisor (Theresa White) in coordination with the Director of Graduate Studies will send out the exams on the agreed upon dates, and the student will be responsible for returning the exam via e-mail to Ms White. The Director of Graduate Studies will also coordinate the grading of the exams.

The preliminary examinations consist of the following components:

- Take-home written examination questions designed to assess your knowledge of and ability to apply bioethics and scientific foundations of Public Health to current public health issues.
- In-class methods exam, which is a four-hour in-class examination on research methods and statistics.
- The Director of Graduate Studies may determine if an oral exam is needed to provide the student an opportunity to explain their responses in the

written exams.

Students who fail an exam may have one opportunity to take the examination again. If an exam is retaken, the student may be asked to respond to graders' comments in written as well as oral format.

### ***Preparing for the Preliminary Exams***

After establishing eligibility for taking the exams, students must meet with their mentor to review their understanding of the exams. The role of the Advisor is to

- ensure that the student understands the nature of the exams,
- work with the student to ensure the student is adequately prepared, and
- maintain regular communication with the student regarding exams.

The Director of Graduate Studies provides all of the basic information regarding the exams; however, the Advisor is a second line of information and is a safeguard to make sure that each student is on track to successfully complete the exams.

### ***Dissertation Proposal (SBS 9998):***

After passing the preliminary examinations, a student has advanced to doctoral candidacy. Students may then enroll in 1 credit of **SBS 9998** each following term until they file their dissertation proposal with the Graduate School.

All students must form a Doctoral Advisory Committee (DAC) with the approval of the Director of Graduate Studies. The DAC is composed of at least three Graduate Faculty members: two members, including the chair, must be from the Ph.D. program faculty of the relevant department. The DAC Chair (typically a student's previous faculty mentor) must be approved as Doctoral Graduate Faculty by the Dean of the College of Public Health and by the Graduate School. The chair is responsible for overseeing and guiding the student's progress; coordinating the responses of the Committee members; and informing the student and the Director of Graduate Studies annually of the student's academic progress. A fourth, external reader is also required at the time of the final dissertation defense. This person must be a member of the Graduate Faculty at Temple or approved by the Dean of the College to take part in the final dissertation exam. This fourth member is not required to be present at the defense of the

proposal.

To fulfill **SBS 9998** requirements, students must submit a dissertation proposal, successfully defend it orally before their Committee, apply for IRB approval for the proposed research, and submit the proposal to the Graduate School.

Students have a maximum of one year from the time of completing their preliminary examinations to develop and defend their dissertation proposal.

Thus, students may enroll in **SBS 9998** for only two terms. Students needing more time may, with the support of their advisor, formally petition the Director of Graduate Studies for an extension, although an extension is not guaranteed. Failure to meet these requirements can result in dismissal from the program.

### ***Dissertation (SBS 9999):***

Even though the dissertation project and defense (examination) is the final culminating experience of doctoral training in the program, preparation for the dissertation project begins in your first semester and continues each semester thereafter through increasingly focused discussions and projects with your faculty mentor. *You are encouraged to meet with faculty early on to determine if their interests match your own and if there is potential for early collaborative research that could lead to a dissertation.*

The doctoral dissertation is an original theory-based research study that makes a significant contribution to the field of Public Health. It should expand existing knowledge and demonstrate the student's mastery of theory and research methods, particularly within a concentration or specialty area. The research should be rigorous, while upholding the ethics and standards of the field. Students are expected to submit their dissertation study for publication and presentation to professional audiences.

To fulfill the dissertation requirement, students must prepare and orally defend the final dissertation in a public meeting. Students should present their plans for publishing their dissertation as part of their defense. Students must be enrolled continuously for at least 3 credits of dissertation research until their dissertation is successfully defended. The Graduate School requires at least 2 credits of **SBS 9999**. Students must be enrolled in the course in the term that they graduate.

The Dissertation Examining Committee (DEC) consists of the DAC plus at least one additional external reviewer. The external reviewer must have completed doctoral level training. If this person is not a member of the Temple University Graduate Faculty, s/he must be approved by the Director of Graduate Studies, the Dean of the College, and the Graduate School to take part in the final dissertation examination. The DEC evaluates the student's written dissertation and oral defense, including the student's ability to articulate orally the research question; methodological approach; primary findings; interpretation of the findings; and implications for theory, research, and practice. The DEC votes to pass or fail the dissertation and the defense at the conclusion of the public presentation.

If a student needs to change a member of a committee, the new member must be approved by the Director of Graduate Studies and registered with the Graduate School. Students who are preparing to defend their dissertation should confirm a time and date with their DEC and work with their department's administrative assistant to secure a room. This should be done at least one month in advance of the proposed date. Either the Departmental or Academic Coordinator can reserve the time, date, and room within two working days. After the time, date, and room are secured, the student must send a completed "Announcement of Dissertation Defense" form to the Graduate School (see [www.temple.edu/grad/forms](http://www.temple.edu/grad/forms)). This must be submitted at least 10 working days before the defense. The department posts flyers announcing the defense, and the Graduate School lists the defense on its website.

### **HELPFUL INFORMATION FOR STUDENTS**

Our department and program faculty and staff are known to be highly supportive of students. Within this supportive environment, the department and program maintain the expectation that each student takes ownership and responsibility for their education and progress in the program in order to maximize timely completion of requirements. With this expectation, your obligations include, but are not limited to the following:

- developing a course schedule and obtaining written approval from your advisor for meeting program requirements;

- keeping copies of advising documents;
- meeting with your advisor at least once per semester;
- meeting deadlines for all graduate actions (e.g., obtaining leaves of absence, extensions of time, application for graduation) and obtaining required signatures from faculty and administrative personnel;
- seeking advice and assistance from appropriate persons in a timely manner and familiarizing yourself with online sources of information;
- using Temple e-mail and Blackboard regularly to stay in contact with your instructors and to be aware of important information;
- remaining up to date on all policies, procedures, and deadlines that govern graduate studies. Should there be differences between Department, College, and Graduate School policies and procedures, those of higher-level bodies take precedence. The exception is, if your program or college has more stringent requirements than the Graduate School, the minima is set at the higher level. Most information is available on the Temple University websites. The links listed below are important to review and check periodically for changes.

## **Progress Reports**

### ***Annual Reviews***

In order to communicate student progress and overall standing in the Program, it has a formal annual review process. In the fall semester, all doctoral students beyond their first year are reviewed by the Graduate Program Committee. First-year students are reviewed in the spring, then again the next fall to ensure early progress. Faculty Advisors will provide a written report on students' progress (e.g., courses, preliminary exams, dissertation proposal, or dissertation research and writing). Each student's review will be discussed in the PhD student review meeting, and anyone who has additional information on the student can add it at that time. The Director of Graduate Studies, in consultation with the students' Advisor, prepares a formal letter that informs students of the results of the annual program review. The letter indicates whether the student is making satisfactory

progress or whether there are concerns. The letter indicates specific areas of concern, the timeline and procedures for addressing concerns, and the consequences of not doing so. Students are instructed to meet with their Advisor to address the concerns. In some cases, students are instructed to meet with the Director of Graduate Studies. This letter is both mailed and e-mailed to the students. A copy is also e-mailed to the Advisor (who will approve it before it is distributed), and a copy is kept on file.

The Graduate Program Committee will also review progress and provide feedback more frequently for students who are not progressing as expected, in accordance with Program, college, and Graduate School requirements. *Note: Students who fail to make satisfactory progress risk dismissal from the Program or loss of funding opportunities. Meeting with your mentor regularly can help students stay on track.*

### ***Progress toward Degree***

The following timeline is provided as a general guide to illustrate what is generally regarded as making satisfactory progress toward completing your degree. Some variability is anticipated depending on which courses students need to take and their level of preparedness and research and writing experience.

As a doctoral student, you must be enrolled continuously every fall and spring semester between matriculation and graduation until you complete all requirements for the degree, unless you obtain a Leave of Absence. If you receive a Leave of Absence, you must still complete your degree within seven years.

Your progress through the Program may vary depending upon your needs, the timing of course offerings, progress on the paper or exam requirements, and the number of approved advanced standing credits. The timeline below is an example of what might be possible and is not guaranteed.

<b><i>Progress Expected</i></b>	<b><i>Years after Matriculation</i></b>
Complete all required coursework	2–3 years
Pass paper requirement	2 years

Pass preliminary exams	3 years
Defend dissertation proposal	3-4 years
Defend final dissertation	4 years

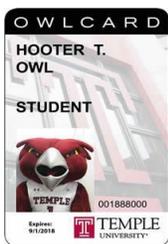
### Tuition and Fees

The Office of the Bursar website provides information on tuition rates and registration fees for the current and coming academic year:  
<http://www.temple.edu/bursar/about/tuitionrates.htm>.

### Registration

The Temple Office of the University Registrar provides information and links on registration policies and procedures. For information, consult this link: <http://www.temple.edu/registrar/students/registration/info.asp>. In addition, there is brief tutorial located on the MPH Blackboard site. Your initial registration will be completed once you have met with Ms. White. Students are responsible for registering themselves for classes in subsequent semesters. It is the responsibility of the student to register for the classes discussed and agreed upon during advising sessions, including the selection of electives preapproved by the department. Students are able to register for courses using Self-Service Banner. If you encounter difficulties registering, contact Ms. White and Ms. Hankins, the department’s Academic Coordinator, for resolution.

### Getting Your Free OWLcard



The OWLcard is Temple University's ID card used to access campus buildings, meal plan, recreation services, the library system, the TECH Center, Diamond Dollars, and Parking Services. Go to the Diamond Dollars–OWLcard Office to obtain an OWLcard. The address is 1910 Liacouras Walk, Suite 202 and is open M-F, 8:30-5:00. A TUID (9 digit ID generated after completing Temple’s supplemental application), and government issued photo ID are needed to obtain the card. The first card is free. The replacement cost for lost, stolen or intentionally damaged cards is \$20. Previously lost cards cannot be reactivated once a new card is printed.

## **POLICIES**

### **Matriculation Time Limit**

Admission to a graduate program in the Department is valid only for the semester indicated in the letter of admission. If you do not plan to enroll for the semester in which you were admitted, you must request in writing and fill out appropriate forms to defer admission until the following semester. The deferral request must be received prior to the first day of classes for the semester you were admitted.

### **Time Limits for Completion of Degree**

The time limit for completing a master's degree in the Department of Social and Behavioral Sciences begins with the semester in which you matriculate. The course program and exit requirement must be completed within four years from the time of admission for the master of public health degrees. On the recommendation of your advisor, the department chair may grant a one-year extension. Any additional request for an extension requires the approval of the university Graduate Board Student Appeal Committee. Extensions are granted only for serious conditions beyond your control. Students who are dismissed for exceeding the time limit may petition for reinstatement (see Graduate School policy 02.29.13).

Students must remain continuously enrolled in fall and spring semesters to retain active student status. If students do not register for a course each semester they must request a Leave of Absence from the university.

Leave of Absence requests do not extend the time limit to complete the degree; they only allow you to meet the requirement for continuous enrollment in lieu of being dismissed from the program. See the Graduate School website for information about requesting a Leave of Absence and for the appropriate form: <http://www.temple.edu/grad/forms/index.htm>.

### **Academic Standards**

All students are expected to maintain a 3.0 cumulative GPA or higher to remain in good academic standing. As the Graduate School designates, if a student's GPA falls below 3.0, including the last semester in the program, she or he will be

dismissed from the program. A minimum GPA of 3.0 is required to graduate.

As designated by the Graduate School, students who earn more than one F, or more than two grades below B- in any courses will be dismissed from the program. Any student who earns a grade below a B- in any core course will be required to repeat the course at their expense, no merit-based funding will be applied to a repeated course, and the student's overall funding may be withdrawn at the discretion of the department chair. Also, this may delay the student's progress toward graduation. For additional policies on academic standards please refer to the Graduate Bulletin.

### **Advanced Standing**

Most students applying to the PhD Program have a master's degree in public health or a related field. A student enrolled in the PhD Program in Social and Behavioral Sciences may apply to the Graduate School through the Director of Graduate Studies for advanced standing credits for graduate coursework graded B or better from an accredited institution. Credits for courses taken as part of a master's degree will be considered; credits for theses, fieldwork, clinical practice, or directed projects/readings *cannot* be used for advanced standing credit.

To be approved for advanced standing, courses under consideration must be related to the Program and deemed appropriate as part of the student's training in the Program. It is up to the student to meet with the Senior Graduate Advisor and Program Director to make the case for why specific courses relate to the program and why they should be counted as advanced standing credits.

The maximum advanced standing credits awarded is 9. Students should apply for advanced standing in their first semester of matriculation and submit their request by the drop/add deadline for that semester.

### **Transfer Credit**

A maximum of 9 credits (grade of B or better) completed at other graduate programs may be applied toward the degree with approval of the Director. Written requests for transfer credit will not be considered until a student has matriculated into the program. Six credits maximum may count as electives (no more than 6 credits of electives can be taken outside SBS electives without

director approval).

### **Credit for Coursework Taken Prior to Matriculation**

A maximum of 9 credits of graduate coursework (B or better) taken as a non-matriculated student at Temple University may be credited toward the degree. Students wishing to take classes as a non-matriculated student must go through the Office of Continuing Studies and receive permission from course instructor(s) and the Director of Graduate Studies.

### **Completion of Requirements and Applying for Graduation**

Students are responsible for being aware of deadline dates, requirements for degrees, and requirements for graduation. To receive a degree in May, July, or December, you must submit a graduation application by deadlines posted on the university calendar.

The graduation application is available using Self Service Banner (SSB). To access the application, go to TUportal and select Self Service Banner (SSB). When in SSB, select Student » Student Records » Apply to Graduate. Upon accessing the graduation application, verify that the correct degree and program are indicated. If the wrong degree or program is listed, *stop*. Contact your advisor to submit a Graduate Change of Program Workflow. When the Graduate School confirms via e-mail that the change of program has been completed, return to the SSB graduation application and submit.

*Attention Graduates:* The dissertation/thesis processing fee may be required. The form can be obtained by the Department's academic coordinator or at the Graduate School. The \$50 fee must be paid through the Bursar and applied to FOAPAL 100000-09160-01; it cannot be paid online. A Treasurer's Receipt must then be presented to the college as proof of payment of the thesis processing fee.

### **Plagiarism Policy**

The Department of Social and Behavioral Sciences takes plagiarism very seriously, and violators will face serious consequences. According to the University *Student Code of Conduct*, students must not commit, attempt to commit, aid, encourage, facilitate, or solicit the commission of academic dishonesty and impropriety

including plagiarism, academic cheating, and selling lecture notes or other information provided by an instructor without the instructor's authorization. Violations may result in failing the assignment, failing the course, or other sanctions as enumerated in the *Student Code of Conduct*.

Department and program faculty members regularly use SafeAssign, software linked through Blackboard that evaluates student products for plagiarism. A faculty member who suspects that a paper has been plagiarized will present the paper (without any student identification) along with supporting evidence of plagiarism to another departmental faculty member. That faculty member will review the paper and evidence. If the second reader concurs that there is sufficient evidence of plagiarism, the student will be presented with the evidence and asked to respond. The faculty member then has a choice of disciplinary action including reporting the student to the UDC for action.

To avoid "accidentally" plagiarizing, it is your responsibility to familiarize yourself with the Publication Manual of the American Psychological Association, 6<sup>th</sup> ed. and the American Medical Association Manual of Style, 10<sup>th</sup> ed., copies of which are held in the University Library. These are the required writing style for all work in the Social and Behavioral Sciences Department. This manual clearly explains the approved methods for documenting sources in text and in references, as well as writing style, grammar, punctuation, and other important writing tips. Additional writing help can be obtained through the Writing Center. Being unaware of correct citation methods is not a valid excuse for plagiarizing.

### **Other Policies**

For other College, Graduate School and University Policies (e.g., Student Rights, Code of Conduct, Disciplinary Procedures, Appeals) you can consult the online *Graduate Bulletin*, the *College's Graduate Student Handbook* and <http://policies.temple.edu>.

## **PROFESSIONAL INFORMATION**

### **Societies**

Faculty and students belong to a number of professional societies. Many of these

societies hold annual scientific conferences at which faculty and students can submit abstracts for peer review to be considered for presentation at the conference. Associations also may provide members with routinely distributed peer reviewed publications (for a fee). The variety of societies and professional associations are wide ranging – reflective of the breadth of expertise among faculty in the Department. Below is a short list of organizations in which our department faculty are members, along with the websites to learn more about membership fees and conference schedules.

American Public Health Association (APHA)	<a href="http://apha.org">apha.org</a>
Associated Professional Sleep Societies (APSS)	<a href="http://sleepmeeting.org">sleepmeeting.org</a>
American Society of Preventive Oncology (ASPO)	<a href="http://aspo.org">aspo.org</a>
Obesity Society	<a href="http://obesity.org">obesity.org</a>
Society of Behavioral Medicine (SBM)	<a href="http://sbm.org">sbm.org</a>
Society for Public Health Education (SOPHE)	<a href="http://sophe.org">sophe.org</a>
Society for Research on Nicotine and Tobacco	<a href="http://srnt.org">srnt.org</a>

### **STUDENT ORGANIZATIONS**

Historically, students in the former Department of Public Health organized a graduate student organization. This organization continues among the students in the College of Public Health's Departments of Social and Behavioral Sciences, Health Services Administration and Policy, and Epidemiology and Biostatistics. The purpose of this organization is to represent and advocate the interests of graduate students at Temple University enrolled in Public Health-related programs, to provide a forum for open discussion of matters affecting this community, and to provide financial and organizational support for social and service learning events within the community.

#### Contact info:

President: Christyna Witmer - [cwitmer@temple.edu](mailto:cwitmer@temple.edu)

Vice President: Alison Hunt-Johnson - [alison.hunt-johnson@temple.edu](mailto:alison.hunt-johnson@temple.edu)

Secretary & Communications Chair: Grace DeCost - [grace.decost@temple.edu](mailto:grace.decost@temple.edu)

### **FINANCIAL ASSISTANCE**

More in-depth information on financial support for graduate students is detailed on the Graduate School website at:

<http://www.temple.edu/grad/finances/index.htm>.

### **Fellowships**

The Graduate School awards fellowships on a competitive basis to students who are U.S. citizens. Applicants should discuss with the faculty advisor if they wish to be considered. Fellowships are awarded only to students with outstanding academic records who are admitted to Temple University for the fall semester. The department Admissions Committee nominates outstanding students for these awards. The Graduate Board Fellowship Committee makes all award decisions.

### **Teaching and Research Assistantships**

A limited number of teaching and research assistantships are available in the Department of Social and Behavioral Sciences. Preference for these positions are given to doctoral level students based on the expectations in doctoral programs. The *Graduate Bulletin* details levels of support, benefits, and the terms and conditions of these types of graduate student support. Assistantships are awarded on a semester or annual basis. Full-time teaching assistants are required to work 20 hours per week in any combination of teaching assignments made by the department. Full-time research assistants work on assignments determined by their supervisor. Students who hold teaching or research assistantships are not permitted to hold other employment without the written prior approval of their advisor, the program director, and the dean of the Graduate School. See Graduate School forms for the petition titled Graduate Student Request for Other Employment.

### **William C. Gross Scholarship Fund**

The Gross Scholarship was established in 2007 through the estate of Dr. William C. Gross, CHP '79, to provide tuition scholarships for PhD students enrolled in the Health Studies program. As the original doctoral program evolved into the PhD in Public Health, then again split into the three current public health-related

doctoral programs, the Gross Scholarship is now available to doctoral students enrolled in the PhD programs in Social and Behavioral Sciences, Health Policy and Epidemiology. The Scholarship is available on a competitive basis through the recommendation of the Graduate Program Directors' Awards Committee to provide partial tuition support for students who maintain a cumulative GPA >3.5. Students recommended by the Committee will be informed to apply formally for the award through the Academic Works website (described below). In Academic Works, students write a brief goal statement related to their plans for scholarship (e.g., secondary data analysis, pilot research, manuscript submission, conference presentation) during the upcoming academic year in which they have been recommended for the award. Awarded students will be required to submit a thank you letter to the donor expressing their gratitude and reiterating their academic and scholarship goals for the upcoming academic year.

### **Sandy Schinfeld Memorial Endowment for Public Health**

The Schinfeld Memorial Fund honors Sandy Schinfeld, a former student in the PhD Program in Public Health with a concentration in Social and Behavioral Sciences. Sandy tragically died in an automobile accident when she was just a month away from defending her dissertation. With the generous donation of Sandy's husband, Dr. Jay Schinfeld, and additional contributions from faculty, peers, and friends of Sandy, the fund was established in 2009. Eligibility for Schinfeld memorial funds has been extended to doctoral students enrolled in the PhD programs in Social and Behavioral Sciences, Health Policy and Epidemiology. It is anticipated that two awards of approximately \$800 each will be available twice annually to support PhD candidate's research leading to or during their dissertation project, including support for presenting their research at scientific meetings. Priority will be given to students who have successfully defended their dissertation proposal and are requesting funds to support their dissertation project and for conference presentations for which the student is first author and their mentor or the department is also subsidizing the conference related costs.

Students may apply for funds through the Academic Works website (described below) prior to two recurring deadlines each academic year: November 1 and March 1. Off cycle applications will be considered on a case-by-case basis. Required materials uploaded in academic works include: a 1-page position statement of the candidate's research and standing in the program; scientific

abstract or specific aims; letter of support from faculty mentor; and brief budget and justification itemizing expenses for the project or presentation. Awarded students will be required to submit a thank you letter to the donor expressing their gratitude and reiterating their academic and scholarship goals for the upcoming academic year.

## **Accessing and applying to scholarships in Academic Works**

### **STUDENT RESOURCES**

#### **Academic Advising**

In the semester you matriculate, you will meet for program orientation. You will also meet with Theresa White and the Director of Graduate Studies who will provide an overview of Program requirements, discuss advanced standing credits, and link you with an appropriate faculty research mentor (“mentor”). Your mentor is assigned the first academic term and is the person with whom you discuss program requirements as well as your program plan and research agenda. You are encouraged to meet with your mentor at least monthly to discuss academic progress, career development, and research activity.

You will work with your mentor to develop a written plan (Advising Form #1: Program Plan) for completing your degree using the electronic form on the PhD Social and Behavioral Sciences blackboard site. Once you and your Advisor have completed your program plan, the document must be reviewed and signed by the Director of Graduate Studies. S/he will return a copy to you and your mentor, and retain a copy in your permanent department file. Each semester, you will also discuss and complete a Research Experience in Health Professions form with your mentor. This will be signed, reviewed by the Director, and placed in your file.

Your mentor will guide you in fulfilling important requirements, including the Research Activity Plan each semester, the Area Paper Requirement and Preliminary Exams described in more detail later in this handbook. At the dissertation phase, your mentor also may be the chair of your Doctoral Advisory Committee, but not necessarily. When you eventually establish a chair for your advisory committee, that person will guide you through the dissertation proposal

writing and research requirements.

Also, after consulting with your research mentor each semester, it is your responsibility to schedule an appointment with Ms. White to ensure enrollment in available courses. As needed, Ms. White may refer you to the Director, Dr. Collins, or additional faculty resources based on your research and professional interests. Dr. Collins oversees advising for all incoming and existing doctoral students in coordination with Ms. White and the faculty mentor chosen by the student, until the student reaches the Preliminary Examinations milestone. Dr. Collins is the instructor of record for doctoral students taking preliminary exams.

Importantly, students must first consult Ms. White when initiating the following procedures: obtaining the written approval for advanced standing or transfer credits, course waivers, electives, leaves of absence, or other graduate actions.

Please note, students must fulfill the requirements of the degree as defined in *both the Graduate Bulletin* (developed and administered by the Graduate School) and this *Graduate Handbook* (developed and administered by the PhD Program) that are in effect in the year you matriculate. Some changes in degree requirements following matriculation may be required for continuing students; others may be optional. Please consult with your Theresa White, particularly about new courses that may be available that were not listed as approved at the time you matriculated. Some changes in requirements made by the Graduate School and Graduate Board may apply to continuing as well as newly matriculated students. Please consult the online *Graduate Bulletin* regularly to remain current on policies and procedures (helpful links can be found in this *Graduate Handbook* and on the Blackboard website for the PhD Program).

### **Internet and Computer Access and Study Space**

The department maintains a student resource room with access to computers, internet and software to support coursework and projects. Students are welcome to study in the resource room. The room number of the resource room is RA-924. There is also study space available in the lobby and elevator area on the 9<sup>th</sup> floor of Ritter Annex that is regularly used by students.

### **Department and Affiliated Practice and Research Centers**

### **Center for Obesity Research and Education (CORE)**

Director: David Sarwer, PhD  
Website: [Center for Obesity Research and Education](#)  
Phone: 215-707-8633  
Address: Temple University School of Medicine;  
3223 N. Broad St. Philadelphia, PA 19140

### **Health Behavior Research Clinic (HBRC)**

Director: Bradley Collins, PhD  
Website: [Health Behavior Research Clinic](#)  
Phone: 215-204-2849  
Address: Ritter Annex 953  
1301 Cecil B. Moore Ave.  
Philadelphia, PA 19122

### **Health Disparities Research Lab**

Director: Heather M. Gardiner, PhD, MPH  
Phone: 215-204-8330  
Address: Ritter Annex 956  
1301 Cecil B. Moore Ave.  
Philadelphia, PA 19122

### **Risk Communication Laboratory (RCL)**

Director: Sarah B. Bass, PhD, MPH  
Website: [Risk Communication Laboratory](#)  
Phone: 215-204-8330  
Address: Ritter Annex 956  
1301 Cecil B. Moore Ave.  
Philadelphia, PA 19122

### **Social and Behavioral Health Interventions Lab (SBHI)**

Director: Stephen Lepore, PhD  
Website: [Social and Behavioral Health Interventions Lab](#)  
Phone: 215-204-0315  
Address: Ritter Annex 965  
1301 Cecil B. Moore Ave. Philadelphia, PA 19122

## IMPORTANT UNIVERSITY WEBSITES

You are expected to familiarize yourself with the online information sources listed below and elsewhere in this handbook. They will provide you with the most current information on policies, procedures, and deadlines that govern your graduate studies.

### **Student Communication, Records, Registration, and Personal Information**

**Blackboard:** <https://blackboard.temple.edu/webapps/login/>

**TUmail:** <https://tumail.temple.edu/>

**TUportal (used to access Self-Service Banner):** <https://tuportal4.temple.edu/cp/home/displaylogin>

**Department Website: Social and Behavioral Sciences Department**  
<http://cph.temple.edu/socialbehavioral/home>

**College of Public Health Information (homepage):** <http://cph.temple.edu/>

**Graduate School Information: Academic Calendar**  
<http://www.temple.edu/registrar/documents/calendars/>

**Graduate School Homepage:** <http://www.temple.edu/grad/>

**Listing of Approved Graduate Faculty:** <http://www.temple.edu/grad/faculty/index.htm#m>

**Graduate Bulletin:** <http://bulletin.temple.edu/grad/>

**Graduate School Policies and Procedures:** <http://www.temple.edu/grad/policies/index.htm>

**Graduate Forms:** <http://www.temple.edu/grad/forms/index.htm>

**Graduate Program Descriptions and Course Descriptions:** <http://bulletin.temple.edu/graduate/scd/>

**Tuition, Fees, Fellowships, Assistantships:** [http://www.temple.edu/grad/admissions/tuition\\_fees.htm](http://www.temple.edu/grad/admissions/tuition_fees.htm)  
<http://www.temple.edu/grad/finances/index.htm>

**International Student Resources International Student Scholar Services:** <http://www.temple.edu/iss/>

**Intensive English Language Program:** <http://www.temple.edu/provost/international/ielp/>

### **Academic Resources**

**The Writing Center: Graduate Student Resources**

<http://www.temple.edu/writingctr/support-for-writers/graduate-students-faculty.asp>

**College of Public Health: Biostatistics Research Support Center**

<http://cph.temple.edu/epibio/research/biostatistics-support-center>

**Research Databases, Reference Tools, and Media (Paley Library)**

<http://guides.temple.edu/public-health-guide>

**Research, Dissertation & Thesis Handbook and Defense Information**

<http://www.temple.edu/dissertationhandbook/index.htm>

**Teaching and Learning Center: Resources for TAs:** <http://tlc.temple.edu/>

**Links of Interest (Housing, Social, Wellness Resources)**

**Tuttleman Counseling Services:** <http://www.temple.edu/studentaffairs/counseling/>

**Student Health Services:** <http://www.temple.edu/studenthealth/>

**Temple University Graduate Student Association (TUGSA):** <http://tugsa.org/>

**Health and Wellness:** <http://www.temple.edu/life-at-temple/health-and-wellness>

**Housing and Dining:** <http://www.temple.edu/life-at-temple/housing-and-dining>

**Additional Resources**

**City Life:** <http://www.temple.edu/life-at-temple/city-life>

**Arts and Culture:** <http://www.temple.edu/life-at-temple/arts-and-culture>

**Faculty and Staff Services:** <http://www.temple.edu/faculty-and-staff/campus-services>